



CONNIE LAWSON  
SECRETARY OF STATE

SECRETARY OF STATE  
STATE OF INDIANA  
BUSINESS SERVICES DIVISION

REBECCA LONGFELLOW  
Division Director

**NEW BUSINESS ENTITY REPORT FILING SCHEDULE FOR NON-PROFIT  
CORPORATIONS**

Last Updated March 18, 2016

Beginning on July 1, 2016, the filing schedule for Business Entity Reports for non-profit corporations will switch from an annual cycle to a biennial cycle. All non-profit corporations will now file a Business Entity Report every other year.

For non-profit corporations formed between January 1 and June 30

Entities that were formed in January through June will pay the last annual entity report in 2016. Those entities must file the entity report, accompanied by the \$10 filing fee, by the end of the month in which the entity was formed. These entities will then file their first biennial report and pay the \$20 filing fee in 2017. All of these entities will then pay their next biennial report in 2019 and in each odd-numbered year going forward.

For non-profit corporations formed between July 1 and December 31

Entities that were formed in July through December will pay their first biennial report in 2017. This report must be accompanied by the \$20 filing fee and it must be filed by the end of the month in which the entity was formed. These entities will then pay their next biennial report in 2018 and in each even-numbered year going forward.

To determine when an entity report is due for a non-profit entity, please see the chart below. The months referenced indicate the month in which the entity was originally formed.

	2016	2017	2018	2019
January	File Annual Report - \$10	File Biennial Report -\$20	No report due	File Biennial Report -\$20
February	File Annual Report - \$10	File Biennial Report -\$20	No report due	File Biennial Report -\$20
March	File Annual Report - \$10	File Biennial Report -\$20	No report due	File Biennial Report -\$20
April	File Annual Report - \$10	File Biennial Report -\$20	No report due	File Biennial Report -\$20
May	File Annual Report - \$10	File Biennial Report -\$20	No report due	File Biennial Report -\$20
June	File Annual Report - \$10	File Biennial Report -\$20	No report due	File Biennial Report -\$20
July	File Biennial	No report due	File Biennial	No report due

	Report -\$20		Report -\$20	
August	File Biennial Report -\$20	No report due	File Biennial Report -\$20	No report due
September	File Biennial Report -\$20	No report due	File Biennial Report -\$20	No report due
October	File Biennial Report -\$20	No report due	File Biennial Report -\$20	No report due
November	File Biennial Report -\$20	No report due	File Biennial Report -\$20	No report due
December	File Biennial Report -\$20	No report due	File Biennial Report -\$20	No report due